



William J. Campbell Library
United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2009-2
4/29/09

POSITION VACANCY

Position: LIBRARY TECHNICIAN

Salary Range: CL 25 (\$37,400 - \$46,776) depending upon qualifications

Closing Date: Open Until Filled

Position Overview:

The Library Technician position is based in the Indianapolis satellite library of the Library of the U.S. Courts and is responsible for providing specialized support in one or more functional areas of library operations. The incumbent also provides:

- Reference Department support including assistance with interlibrary loan, circulation, trouble-shooting library computers, public copier and microfiche-reader printer, assistance with the production of library publications and reference desk coverage.
- Library stack maintenance, including shelving, shifting and discarding books and shelf reading.
- Serials Department support including computer database check-in of library materials and looseleaf filing.
- Administrative support including filing, word processing and assistance with establishing and maintaining judicial chambers collections.

Required Qualifications:

- High School Diploma or equivalent.
- Minimum of two years of progressively responsible library experience, including at least one year equivalent to work at the CL 24.

Preferred Qualifications:

- Law library reference experience.
- Bachelor's Degree from an accredited college or university
- Experience with an Integrated Library System, SIRSI preferred.
- Familiarity with OCLC cataloging standards.
- Effective oral and written communication skills
- Ability to handle occasional moderate to heavy lifting

Application: Please forward resume with cover letter and salary history to:

Gretchen E. Van Dam, Circuit Librarian
William J. Campbell Library of the U.S. Courts
219 South Dearborn Street - Room 1637
Chicago, Illinois 60604
E-Mail: gretchen_van_dam@ca7.uscourts.gov

**Resumes will be screened and only selected applicants will be contacted for interviews
As a condition of employment, selected candidate will be subject to a background investigation**

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER